

**Board of Finance  
March 8, 2016  
Regular Meeting Minutes**

**1. Call to Order:** Chairman David Hosmer called the meeting to order at 7:00pm.

**2. Roll Call:** Michael Dougherty, Ronald Cabana, Frederick Chmura, David Hosmer, Glen Lessig, David Fortin, David Richardson and Roy Bradrick

Excused Absence: Jeffrey Kelleher

Others: Wayne Durst, Viktor Toth, Julie Woodland, Cliff Davis, Ernie St. Jean, Michael Bernardi, Linda Bernardi, Valerie Law, Erin Quinney, Preston Shultz, Michelle Woz, Kevin Withers, Karen Munroe and clerk Christine French.

**3. Seat Alternate if Necessary:** None needed at this meeting.

**4. Approval of Minutes:** David Fortin, seconded by Michael Dougherty, made a motion to approve the minutes of the February 9, 2016 Regular Meeting.

David Richardson pointed out a few spelling errors in the minutes that needed to be corrected. Also on the last page, in the last sentence of the top paragraph he would like to add **"In response to a question from Glen Lessig** Richardson informed the Board that if there is a quorum participating in an email discussion it was considered a meeting, and therefore fell under FOI regulations.

**Motion to approve the minutes as amended passed unanimously.**

**5. New Business:**

**A. Board of Education Budget Presentation:** Superintendent Viktor Toth stated that on February 29, 2016 the Board of Education approved a budget totaling \$17,167,000.00. This is an increase of 3.61% from last year's budget, or an increase of \$599,090.00.

Mr. Toth explained that Special Education budget increased by \$267,000.00 and the tuition at Woodstock Academy increased \$122,611.00.

Other increases in the budget were in non-certified staff, salaries, software, materials and textbooks, benefits, professional development and legal services.

Decreases in the budget were in heat and electricity and health insurance. Another decrease in the budget will be in early retirement incentives taken by four teachers and two administrators. One teacher will not be replaced and the other positions will be filled by people hired at lower steps.

Mr. Toth explained that the Board of Education hopes to be able to rehire a librarian for the Woodstock Elementary School, and have the Life Skills Program reinstituted at the Woodstock Middle School. They also hope to hire a truancy/residency officer.

Another change that the Board of Education is looking into is hiring a transportation company to transport the children to and from school. Mr. Toth explained that the bus coordinator and one bus

driver retired during this school year, and others have indicated that they intend to retire soon. There is a shortage of bus drivers throughout the country, and Connecticut is one of the most difficult States to obtain the credentials needed to be a bus driver. The district has received two bids for this, and the companies have indicated that it would buy the bus fleet, and hire any drivers interested in retaining their jobs. This could save the Town approximately \$83,000.00 in transportation costs.

David Hosmer asked why there was a \$24,000.00 increase in the legal fees in the Special Education account. Viktor Toth explained that this was an estimate in costs for due process hearings.

Several members of the Board of Finance had questions in regards to the tractor and the dump truck that is in the budget. Viktor Toth explained that the tractor and the dump truck would be used for snow removal at both schools. The highway department would still do the heavy snow clean- up, but this equipment would be used for clearing sidewalks, using the staff at the schools. In the summer this equipment could be used for maintenance of the school grounds and playing fields. Parts of the equipment could be stored at the highway garage when not in use.

Glen Lessig asked if the Woodstock Middle School's elevator was not functioning. Viktor Toth said that the elevator was still functioning, but that the starter needed to be replaced.

Glen Lessig was curious about the truancy/residency officer and the Life Skills position. Viktor Toth explained that the truancy/residency officer would verify that a student actually lived in the district. At this point the Woodstock Middle School librarian was acting as the Life Skills teacher. What the school district hopes to do is have one of the five fifth grade teachers become the Life Skill teacher and to allow the librarian to focus solely on the library.

David Fortin congratulated the Board of Education and the Superintendent's office on working on maintenance and on the 5-Year capital plan. He asked if there would be an increase in staff at the schools. Mr. Toth said that it is hoped that the Board of Education could hire four part time Teacher Assistants and a Math interventionist at the Woodstock Elementary School. It was also hoped that another districtwide Curriculum Coordinator could be hired.

David Fortin also wanted to know about the telephone system upgrade at the Middle School. Mr. Toth explained that some telephone equipment was fried during a brown out at the Middle school, and that the insurance payment that was received would be used for upgrades of the telephone system.

David Hosmer asked what was being done to keep exceptional students from becoming bored. Mr. Toth said that there was an enrichment teacher at the Elementary school, and that there were clubs, such as Public Speaking, at the Middle School. Mr. Toth went on to praise the teachers at the schools for being creative in engaging all of the students.

David Hosmer asked the Superintendent for an update on the schools roof project. Viktor Toth informed that Board of Finance that the State of Connecticut had just approved the plan. There was a meeting scheduled with the architect and they should be able to go out to bid by April, with the roofs being completed by the time school resumed in late August. Woodstock Academy has graciously offered their facilities for the summer program.

## **6. Old Business:**

**A. Update on Policy Manual:** Glen Lessig handed out a rough draft of the Policy manual. It was suggested that this be tabled for discussion until after the budget season.

David Fortin, seconded by Glen Lessig made a motion to table the review of the Policy manual until after the budget process. **Motion passed unanimously.**

**B. Review David Fortin's Letter:** David Hosmer suggested that this be tabled until next week's meeting when the Board of Selectmen will be present to answer questions. The Board members agreed.

**C. Review Auditors Response to Dave Richardson's Concerns:** David Richardson is concerned that if an internal service fund policy is not adopted, as the auditors have suggested that the Board of Education could violate State Statute 10-222.

Chairman David Hosmer stated that Treasurer Donna Stefanik was working with the auditors to draft a policy. He suggested that this item be tabled until after the budget has been done, but voted upon before July 1, 2016.

David Fortin, seconded by Glen Lessig, made a motion to table this topic until the May, 2016 meeting. **Motion passed unanimously.**

**D. Update on Email Addresses for the BOF:** Chairman David Hosmer reported that the Selectmen's office is working on this, but that there might be a cost involved with this. It was agreed to ask the Board of Selectmen about this at next week's meeting.

**7. Citizens Participation:** None.

**8. Correspondence & Announcements:** None.

**9. Adjournment:** Glen Lessig, seconded by Fred Chmura, made a motion to adjourn at 8:05pm. **Motion passed unanimously.**

Respectfully submitted,  
Christine G. French  
Clerk